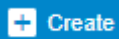
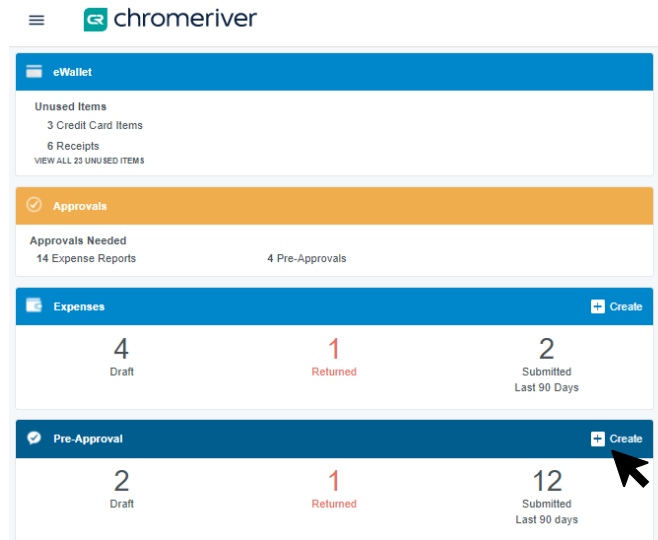


Initial Steps & Header Info

1. Locate a link to Chrome River and login with your NetID and password
 - a. Right Here: <https://app.ca1.chromeriver.com/login/sso/saml?CompanyID=montana.edu>
 - b. Link also found at MSU Chrome River Website <https://www.montana.edu/chromeriver>

2. From the MSU Chrome River Dashboard/landing page, click  **Create** in upper right corner of the Pre-Approval notification bar.



3. Enter the Header data:

Report Name: Naming Convention:

Reason for Travel (Meeting or Conference Name, Site Visit, etc); Location.

Example: ABC Conference, Milwaukee WI

Start Date: Click the calendar icon to select the anticipated departure date for this travel event

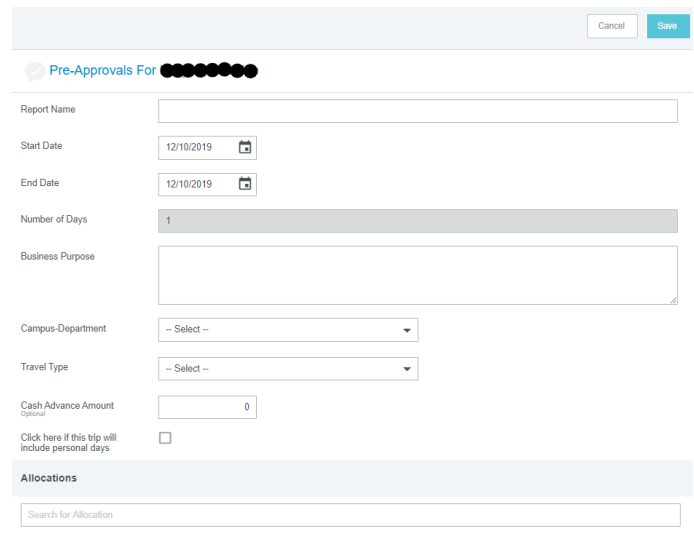
End Date: Click the calendar icon to select the anticipated return date

Business Purpose: Enter a clear, detailed business purpose for the travel event

Campus-Department: From the dropdown menu, select applicable campus/department. All Bozeman campus organizations begin with "BZ." Select the department that best fits the travel funding. *Example:* A Norm Asbjornson College of Engineering faculty member whose travel is backed by a grant within the Center for Biofilm Engineering would choose "BZ-Research Univ Program"

Travel Type: Select either In State, International or Out of State (see the Guide on Non-Employee Travel)

Cash Advance Amount: If required, enter requested cash advance amount in US Dollars. Travel Advances are for travel and non- P-card expenses only. The minimum advance is \$50 and in most cases should not exceed \$200.



The screenshot shows the 'Pre-Approvals For' form with the following fields:

- Report Name:
- Start Date: 12/10/2019
- End Date: 12/10/2019
- Number of Days: 1
- Business Purpose:
- Campus-Department: -- Select --
- Travel Type: -- Select --
- Cash Advance Amount: 0
- Click here if this trip will include personal days:
- Allocations: Search for Allocation

Click here if this trip will include personal days: Leave the box blank if there will not be personal time included in this travel event. Check the box if there will be personal time included and select dates in the pop-in fields as applicable.

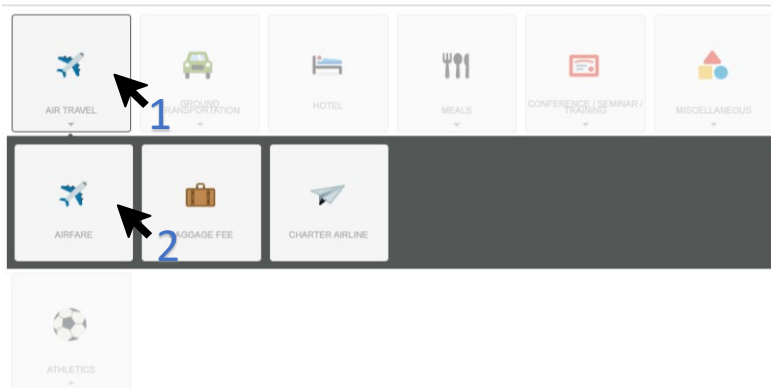
Allocations: Place the cursor in the Search for Allocation field and type to search for appropriate funding index. You may search by index number or keyword. Example: type "LRES" to see all indices with LRES in the title/description. If you need to add an additional index for a split allocation, click the + Add Allocation link.

- Click **Save** in top right corner of the screen to continue.

Add Anticipated Expenses

- Select the specific expense tile you want to add to the Pre-Approval Report

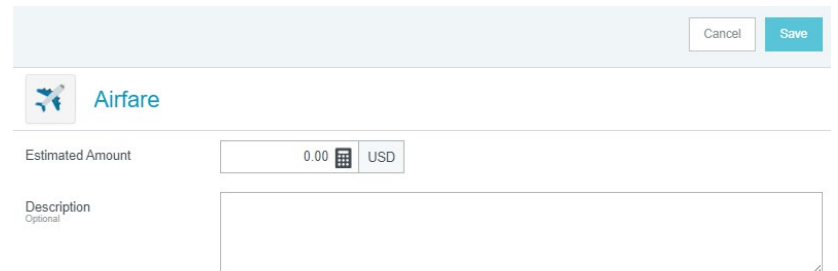
Add Pre-Approval Types



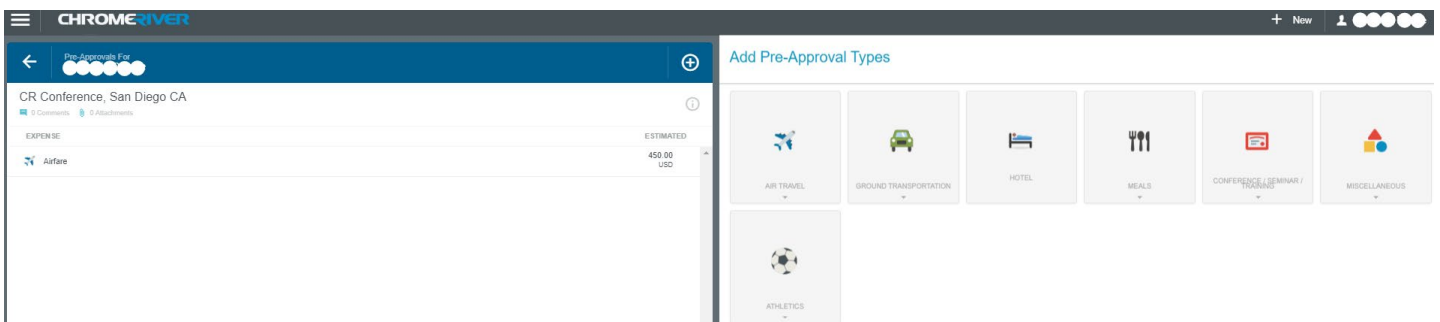
- Complete the expense tile form and click **Save** at the top right corner to continue.

Estimated Amount: Enter the anticipated cost for this expense type

Description: Provide any additional info about this expense. This field is optional for most expense types.



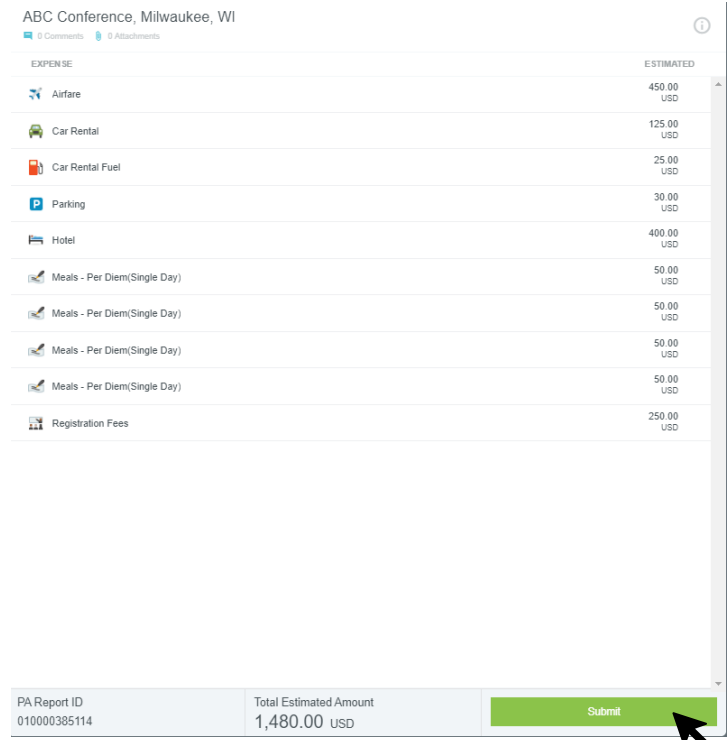
- After clicking save, the expense will be added to the Pre-Approval Report and will be visible on the left side of the screen. The Add Pre-Approval Types page will appear on the right side of the screen.



Submit the Report

8. Repeat steps 5-7 to continue adding anticipated expenses to the report.

9. When you have completed all the entries for the Pre-Approval Report, click the **Submit** button located at the bottom of the left side of the screen



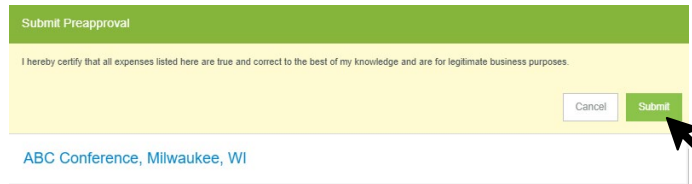
EXPENSE	ESTIMATED
Airfare	450.00 USD
Car Rental	125.00 USD
Car Rental Fuel	25.00 USD
Parking	30.00 USD
Hotel	400.00 USD
Meals - Per Diem(Single Day)	50.00 USD
Meals - Per Diem(Single Day)	50.00 USD
Meals - Per Diem(Single Day)	50.00 USD
Meals - Per Diem(Single Day)	50.00 USD
Registration Fees	250.00 USD

PA Report ID 010000385114	Total Estimated Amount 1,480.00 USD	Submit
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10. A submit confirmation will appear at the top of the right side of the screen.

Submit: Once you have read the certification statement, click the **Submit** button to submit the Pre-Approval report into workflow for review/approvals.

Cancel: Clicking cancel allows you to return to the Pre-Approval report to make any needed changes. You can choose to leave the report in draft status-- your Pre-Approval report automatically saves as you create it, and you can come back to it anytime.



Submit Preapproval

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

ABC Conference, Milwaukee, WI